

# Course Readiness Checklist

## Getz

Welcome to *Uncovering History*, powered by Learning Cloud, from Oxford University Press! The following time-table is based on best practices for implementation; however, if you need to implement these sources in a narrower timeframe, our Digital Support Team is there to get you set up in no time at all!

### Course Set Up (approx. 6 weeks prior to start of term)

- Request access to Volume 1 or Volume 2 of the *Uncovering History* demo course, powered by Learning Cloud from your local Sales Representative
- Once you have access to the *Uncovering History* demo course, request your own course from the home page in your demo course.
  - If you already have an *Uncovering History* course from a previous semester, request additional courses from the home page of your existing course.
- Review the Instructor Quick Start Guide and how-to videos (coming soon)
- Bookmark the Oxford University Press [Support Customer Portal](#)
- Make any necessary course modifications, including setting the proper time zone.

### First Day of Class Lead Up (approx. 4 weeks prior to start of term)

- Select which modules you would like to assign (refer to the Quick Start Guide)
- Set due dates and point values for assignments and assessments (refer to the Quick Start Guide)
- Review/modify your course settings
- If you are linking the course to your LMS, follow the steps for Setting Up Single Sign-On in the Quick Start Guide
  - Open the link in your LMS and select your *Uncovering History* course to connect to your LMS course
- Update/finalize your syllabus to ensure that it includes information about your *Uncovering History* course and how students can register
- A few days before the first day of class, encourage enrolled students to register for access to your *Uncovering History* course and distribute student support documentation
- Print, upload, and/or email out any course documents students will need for the first day of class

### First Day of Class

- Send a follow-up email encouraging all enrolled students to register for access to your *Uncovering History* course and distribute student support documentation
- Present the Student Quick Start Guide presentation to register students in class and review why registering is important for student success in your course
- Make sure students are familiar with their purchase options

**Need more help?**  
Contact the Digital Support Team at:

**Email:** [learningcloud.support@oup.com](mailto:learningcloud.support@oup.com)

**Phone:** 855-281-8749

**Website:** <https://oup.softwareassist.com/>